

~~SECRET~~
(When Filled In)
Approved For Release 2000/08/16 : CIA-RDP82-00357R000700020035-9
CAREER SELECTION REPORT

THE CAREER SELECTION REPORT IS AN IMPORTANT FACTOR IN THE SELECTION OF CAREER EMPLOYEES. IT SEEKS TO PROVIDE THE AGENCY SELECTION BOARD WITH INFORMATION OF VALUE WHEN CONSIDERING SELECTION OF AN INDIVIDUAL AS A MEMBER OF THE CAREER STAFF.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: CONSULT CURRENT ADMINISTRATIVE INSTRUCTIONS REGARDING THE INITIATION AND TRANSMITTAL OF THIS REPORT.

TO THE SUPERVISOR: READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM. AS THE SUPERVISOR WHO ASSIGNS, DIRECTS AND REVIEWS THE WORK OF THE INDIVIDUAL, YOU HAVE PRIMARY RESPONSIBILITY FOR EVALUATING HIS CAPACITY, ABILITIES, KNOWLEDGE AND SKILLS AS REVEALED BY HIS DAY-BY-DAY ACTIVITIES. IF THIS INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION FOR LESS THAN 30 DAYS, YOU WILL COLLABORATE WITH HIS PREVIOUS SUPERVISORS TO MAKE SURE THE REPORT IS ACCURATE AND COMPLETE. PRIMARY RESPONSIBILITY RESTS WITH THE CURRENT SUPERVISOR.

THIS RATING REPORT WILL NOT BE SHOWN TO THE INDIVIDUAL BEING RATED. IT IS ASSUMED THAT THROUGHOUT THE PERIOD THIS INDIVIDUAL HAS BEEN EMPLOYED, SUPERVISORS HAVE DISCHARGED THEIR RESPONSIBILITIES BY FREQUENT DISCUSSIONS OF HIS WORK, SO THAT IN A GENERAL WAY HE KNOWS WHERE HE STANDS.

SECTION I

| | | | | | |
|---|-----------------------|---|------------------|-----------|-----------------------|
| 1. NAME (Last) (First) (Middle) | | | 2. DATE OF BIRTH | 3. SEX | 4. CAREER DESIGNATION |
| 5. DATE OF ENTRANCE ON DUTY | 6. OFFICE ASSIGNED TO | 7. DIVISION | | 8. BRANCH | |
| 9. NATURE OF ASSIGNMENT <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD | | 10. IF FIELD, SPECIFY STATION: | | | |
| 11. DATE THAT THIS REPORT IS DUE | | 12. PERIOD COVERED BY THIS REPORT (inclusive dates) | | | |

SECTION II

| | | |
|---|----------|---|
| 1. CURRENT POSITION TITLE | 2. GRADE | 3. DATE ASSUMED RESPONSIBILITY FOR POSITION |
| 4. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE MONTHS (List in order of frequency) | | |

**OFFICE OF PERSONNEL
FORMS MANAGEMENT PROGRAM
MASTER FILE COPY
19 APR 1954**

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SECTION III

ON THE LEFT HAND SIDE OF THE PAGE BELOW ARE A SERIES OF STATEMENTS THAT APPLY IN SOME DEGREE TO ALMOST EVERYONE. ON THE RIGHT HAND SIDE OF THE PAGE ARE FIVE MAJOR CATEGORIES OF DESCRIPTIONS.

THE SCALE WITHIN EACH CATEGORY IS DIVIDED INTO FIVE SMALL BLOCKS; THIS IS TO ALLOW YOU TO MAKE FINER DISTINCTIONS, IF YOU SO DESIRE.

LOOK AT THE STATEMENT ON THE LEFT. THEN CHECK THE CATEGORY ON THE RIGHT WHICH BEST TELLS HOW MUCH THE STATEMENT APPLIES TO THE PERSON YOU ARE RATING.

| STATEMENTS | | CATEGORIES | | | | |
|--|---------|--|-----------------------------------|--------------------------------------|--|--|
| | | APPLIES TO A SLIGHT DEGREE OR NOT AT ALL | APPLIES TO A LIMITED DEGREE | APPLIES TO A REASONABLE DEGREE | APPLIES TO AN ABOVE AVERAGE DEGREE | APPLIES TO AN OUTSTANDING DEGREE |
| A. APPEARANCE AND ACTIONS ATTRACT ATTENTION. | SAMPLES | <input checked="" type="checkbox"/> | | | | |
| B. PRACTICAL. | | | | <input checked="" type="checkbox"/> | | |
| 1. A GOOD REPORTER OF EVENTS. | | | | | | |
| 2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES. | | | | | | |
| 3. CAUTIOUS IN ACTION. | | | | | | |
| 4. HAS INITIATIVE. | | | | | | |
| 5. UNEMOTIONAL. | | | | | | |
| 6. ANALYTIC IN HIS THINKING. | | | | | | |
| 7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS. | | | | | | |
| 8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS. | | | | | | |
| 9. HAS A SENSE OF HUMOR. | | | | | | |
| 10. KNOWS WHEN TO SEEK ASSISTANCE. | | | | | | |
| 11. CALM. | | | | | | |
| 12. CAN GET ALONG WITH PEOPLE. | | | | | | |
| 13. EXCELLENT MEMORY FOR FACTS. | | | | | | |
| 14. GETS THINGS DONE. | | | | | | |
| 15. KEEPS ORIENTED TOWARD LONG TERM GOALS. | | | | | | |
| 16. CAN COPE WITH EMERGENCIES. | | | | | | |
| 17. HAS HIGH STANDARDS OF ACCOMPLISHMENTS. | | | | | | |
| 18. HAS STAMINA; CAN KEEP GOING A LONG TIME. | | | | | | |
| 19. HAS WIDE RANGE OF INFORMATION. | | | | | | |
| 20. SHOWS ORIGINALITY. | | | | | | |
| 21. DODGES RESPONSIBILITIES. | | | | | | |
| 22. DOESN'T ADMIT HIS ERRORS. | | | | | | |
| 23. DOES NOT RESPOND WELL TO SUPERVISION | | | | | | |
| 24. HIGH STRUNG. | | | | | | |
| 25. REQUIRES STRONG SUPPORT FOR HIS ACTIVITIES. | | | | | | |

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26. CAN THINK ON HIS FEET.

27. COMES UP WITH SOLUTIONS TO PROBLEMS.

28. STIMULATING TO ASSOCIATES:
A "SPARK PLUG".

29. TOUGH-MINDED.

30. VERY OBSERVANT.

31. CAPABLE.

32. CLEAR-THINKING.

33. COMPLETES ASSIGNMENTS WITHIN
ALLOWABLE TIME LIMITS.

34. EVALUATES SELF REALISTICALLY.

35. WELL INFORMED ABOUT CURRENT
EVENTS.

36. DELIBERATE.

37. EFFECTIVE IN DISCUSSIONS WITH
ASSOCIATES.

38. IMPLEMENTS DECISIONS REGARDLESS
OF OWN FEELINGS.

39. THOUGHTFUL OF OTHERS.

40. WORKS WELL UNDER PRESSURE.

41. DISPLAYS JUDGEMENT.

42. GIVES CREDIT WHERE CREDIT IS
DUE.

43. HAS DRIVE.

44. IS SECURITY CONSCIOUS.

45. VERSATILE.

46. FAULT FINDING.

47. HARD TO CHANGE HIS IDEAS.

48. INTERFERES WITH SMOOTH OPERA-
TION OF HIS OFFICE.

49. REQUIRES STRONG AND CONTINUOUS
SUPERVISION.

50. RESISTS NEW IDEAS OR SUGGES-
TIONS.

SECTION IV

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

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C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? ☐ YES ☐ NO IF SO, WHY?

E. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics which have a bearing on whether this person should acquire career status):

SECTION V

READ ALL DESCRIPTIONS BEFORE RATING, PLACE "X" IN THE MOST APPROPRIATE BOX UNDER SUBSECTIONS A, B, C, AND D.

A. DIRECTIONS: CONSIDER ONLY THE SKILL WITH WHICH THE PERSON HAS PERFORMED THE DUTIES OF HIS JOB AND RATE HIM ACCORDINGLY.

- ☐ 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- ☐ 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- ☐ 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- ☐ 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- ☐ 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- ☐ 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALED BY ONLY A FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? ☐ YES ☐ NO. IF SO, WHAT?

C. DIRECTIONS: BASED UPON WHAT HE HAS SAID, HIS ACTIONS, AND ANY OTHER INDICATIONS, GIVE YOUR OPINION OF THIS PERSON'S ATTITUDE TOWARD THE AGENCY.

- ☐ 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY -- WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS A STRONG NEGATIVE ATTITUDE TOWARD THE AGENCY -- IRKED BY RESTRICTIONS -- REGARDS THE AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- ☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY -- BOTHERED BY MINOR FRUSTRATIONS -- WILL QUIT IF THESE CONTINUE.
- ☐ 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT -- HAS A "WAIT AND SEE" ATTITUDE -- WOULD LEAVE IF SOMEBODY OFFERED HIM SOMETHING BETTER.
- ☐ 5. TENDS TO HAVE A FAVORABLE ATTITUDE TOWARD THE AGENCY -- MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR THE AGENCY -- THINKS IN TERMS OF A CAREER IN THE AGENCY.
- ☐ 6. DEFINITELY HAS A FAVORABLE ATTITUDE TOWARD THE AGENCY -- BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- ☐ 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY -- WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: CONSIDERING OTHERS OF THIS PERSON'S GRADE AND TYPE OF ASSIGNMENT, HOW WOULD YOU RATE HIM ON POTENTIALITY FOR ASSUMPTION OF GREATER RESPONSIBILITIES, NORMALLY INDICATED BY PROMOTION.

- ☐ 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- ☐ 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- ☐ 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- ☐ 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- ☐ 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- ☐ 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: CONSIDER EVERYTHING YOU KNOW ABOUT THIS PERSON IN MAKING YOUR RATING -- SKILL IN JOB DUTIES, CONDUCT ON THE JOB, PERSONAL CHARACTERISTICS OR HABITS, AND SPECIAL DEFECTS OR TALENTS.

- ☐ 1. DEFINITELY UNSUITABLE -- HE SHOULD BE SEPARATED.
- ☐ 2. OF DOUBTFUL SUITABILITY -- WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- ☐ 3. A BARELY ACCEPTABLE EMPLOYEE -- DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- ☐ 4. A TYPICAL EMPLOYEE -- HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- ☐ 5. A FINE EMPLOYEE -- HAS SOME OUTSTANDING STRENGTHS.
- ☐ 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- ☐ 7. EXCELLED BY ONLY A VERY FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SIGNATURE OF RATER (Employee's immediate supervisor)

SIGNATURE OF OFFICER NEXT HIGHER IN LINE OF AUTHORITY

DATE

DATE